



MEMORANDUM

TO: Superintendents, School Board Members, Principals and Indiana Educators

FROM: Indiana State Board of Education

DATE: January 15, 2010

SUBJECT: Citizens' Checklist

On January 8, 2010, the State Board of Education formally adopted the attached Citizens' Checklist to be utilized by local school communities as they move to make adjustments to respond to lower state tuition support funding as a result of the State's declining revenues.

The Citizens' Checklist outlines a series of adjustments that all stakeholders in K-12 education should consider, discuss and implement in order to avoid or minimize any reduction in teaching staff that affects classroom instruction and learning.

The checklist itemizes 22 adjustments and considerations in four broad categories that include monetary adjustments, program adjustments, adjustments that reduce the cost of staff without affecting instruction, and community reporting and accountability. Conversations at the local level should include participation of school board members, the district's leadership team, teachers' association, and the community.

By distributing the Citizens' Checklist throughout the local community, it is the intent of the State Board and Department of Education to stimulate meaningful and transparent dialogue that will be held in an open forum so that positive action can be taken and obstructions to solutions can be identified and addressed. Conducting open forums will allow local communities to find adjustments that do not affect student learning.

The State Board and Department intend that the Citizens' Checklist be a resource tool that all local school communities incorporate in the decision making process and that all local media use to track and inform the public of decisions, actions and impacts.

It is understood that school boards, the district's leadership team and teacher associations will retain the flexibility and autonomy to make monetary, programmatic, administrative and other decisions based on the district's and school's fiscal position but in the best interest of its students.

Please contact Lance Rhodes at 317-232-9139 with questions.